



## GLEN OSMOND PRIMARY SCHOOL

5 Fisher Street, Myrtle Bank SA 5064

Phone: 8379 0500 Fax: 8379 0502



E-mail: [dl.0152.info@schools.sa.edu.au](mailto:dl.0152.info@schools.sa.edu.au)

Website: [www.glenosps.sa.edu.au](http://www.glenosps.sa.edu.au)

*"Learning for Life - Aiming for Excellence"*



### Fundraising Policy

Related legislation	<i>Education Act SA</i>
Related policies, procedures, guidelines	<i>Fundraising instruction for schools and preschools Jan 2023</i>  <i>Donations, sponsorships and promotions instructions for schools and preschools May 2022</i>  <i>Volunteering at GOPS policy March 2023</i>  <i>Procedures:</i>  <i>Fundraising Activity Application form Risk Assessment template Fundraising Activity Report</i>  <i>Guidelines:</i>  <i>Fundraising Activity Approval and Reporting process Fundraising Committee terms of Reference 2023</i>
Endorsed by Governing Council  <i>June 2025</i>	 <b>GC Chairperson</b> <i>Amber Holgate</i>  <b>Principal</b> <i>Garry North</i>
Review date:  <i>June 2027</i>	



## GLEN OSMOND PRIMARY SCHOOL

5 Fisher Street, Myrtle Bank SA 5064

Phone: 8379 0500 Fax: 8379 0502

E-mail: [dl.0152.info@schools.sa.edu.au](mailto:dl.0152.info@schools.sa.edu.au)

Website: [www.glenosps.sa.edu.au](http://www.glenosps.sa.edu.au)



*"Learning for Life - Aiming for Excellence"*

## Fundraising at GOPS

Fundraising provides a means of obtaining valued resources or services for the benefit of the school community particularly the students, for which money might otherwise not be available. It is recognised that the benefits of fundraising must be balanced with the impact on the school community in terms of the effort involved in organisation and the financial burden on parents / caregivers.

Fundraising will always be for a specific purpose in line with the GOPS Strategic Improvement Plan.

### **Purpose:**

To provide guidelines and procedures for all members of the school community (student, staff and parents) on what fundraising activities will be endorsed and supported by Governing Council. It will also regulate the extent, size and duration of fundraising activities.

Glen Osmond Primary School conducts fundraising activities to:

- improve the learning environment and support the school's programs and goals
- enhance stakeholders' sense of ownership of the school
- allow past, present and future members of the school community to express their appreciation of, and commitment to the school in a practical way

### **Scope:**

These guidelines apply to all fundraising activities conducted on behalf of Glen Osmond Primary School. For the purposes of these guidelines 'fundraising' includes activities that encourage the giving of money or other resources to the school other than the Materials and Services charges, which are set annually by the Governing Council. Fundraising activities will be carried out in accordance with Department for Education Administrative Instructions and Guidelines (see attached).

Fundraising includes money-raising activities by such groups as:

- Fundraising Committee
- Student leadership initiatives
- Classroom Fundraising for a specific purpose

### **Procedures:**

The school recognises that it has responsibility for all monies collected in its name, and therefore, must be able to produce documentation to meet financial auditing requirements:

- All fundraising projects must be approved by the Principal, Finance Advisory Committee and Governing Council and minuted by the appropriate committees before the fundraising event occurs by following the Fundraising Activity Approval and Reporting process attached.
- The Finance Advisory Committee will receive all applications for fundraising activities and provide recommendations to Governing Council to ensure a process of accountability to policy, suitability of project and impact on school operations.
- The timing and location of fundraising activities should be managed to ensure that one project does not detract from another or the school's commercial activities. Committees are to provide an annual calendar of fundraising activities taking into consideration timing of all school events to be included on the whole school calendar.
- Purchases made on behalf of the school require completion of an "Internal Purchase Order Requisition Form" and submitting to the Business Manager. Purchases over \$500 must be approved by the Finance Advisory Committee. All claims for re-imbursements must be made via the "Payment/Reimbursement Authorisation Voucher" submitted to the Business Manager.

*Criteria to consider prior to applying for approval of fundraising activities may include:*

- ✓ Projects that will benefit a significant number of students and reflect school values
- ✓ Impacts/obligations on students, parents/caregivers and school staff.
- ✓ Fundraising for individuals within the school community is not permitted.
- ✓ Activities involving food will be assessed in line with The Healthy Eating guidelines - Right Bite Strategy. A maximum of two Red activities is permitted per term (including class activities)
- ✓ Acceptance of businesses' products or services is not a condition of an individual student's participation in the fundraising activity or give suppliers exclusive rights or restrict school or student activity.
- ✓ The school and Department for Education will not provide any political, product or service endorsement
- ✓ All fundraising must comply with relevant law and with this policy. Specific information with regard to the conduct of lotteries or raffles is attached.
- ✓ All Income from fundraising activities by must be forwarded to the Business Manager at the completion of the event and paid into the relevant Glen Osmond Primary School account within two working days of completion.
- ✓ Direct sponsorship from businesses/individuals for particular events or projects is acceptable subject to approval by the Principal (subject to 'Donations, sponsorship and promotions instruction for schools and pre-schools' Department for Education)

Those involved in fundraising activities/events for the school are expected to act honestly and ethically. It is appreciated that members of the school community may have a personal or vested interest in fundraising (for example, where their own business or children are specifically involved). Whilst this may be entirely appropriate, it is important that any personal interests are clearly stated so that open and informed decisions are made.

### **Reporting**

The Governing Council must be kept informed of fundraising financial results and the application of funds raised. Information should be provided in writing with sufficient detail and acknowledged in meeting minutes using the 'Fundraising Activity Report'. For audit purposes, fundraising end of year financial results should be minuted by the Governing Council. Audit will verify fundraising income shown in the financial statements against the minutes.

Stakeholders will be informed through school publications about how funds raised have been used.

### **Responsibilities**

The Governing Council and Principal are jointly responsible for ensuring:

- proposed fundraising activities are consistent with the relevant Constitution;
- relevant DfE financial management instructions for Schools and Preschools are complied with
- the Governing Council and Finance Advisory Committee have minuted approval of the proposed activities (this may include the relevant budgetary changes);
- fundraising activities are included in the approved budget;
- fundraising activities are sustainable ie do not make a loss;
- reporting requirements are fulfilled; and
- GST requirements are met.

All fundraising activities must be endorsed by the Principal in terms of the activities and the intended application of any proceeds being consistent with DfE guidelines and the goals of the school. All proposed fundraising activities including the relevant budget must be approved by the Finance Advisory Committee and Governing Council with notation in meeting minutes.

### **Relevant procedural documents:**

- GOPS School Fundraising Activities Application form
- Risk Assessment template
- Fundraising Activity report
- Fundraising Activity Approval and Reporting process